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Interviewing Tips

Pre-Interview Strategy

- Thoroughly research the organization
- Know all interview logistics, such as parking, office location, paperwork to bring, and appropriate attire.
- Call to confirm the interview time.
- Prepare and practice for the interview. Write out answers to the tough questions they might ask.
- Have a friend or family member to do a mock interview with you.
- Take a practice run to the interview location or make sure you get good directions.
- Get a good night's sleep.
- Plan interview clothes the night before; choose attire that is appropriate for the job, the company, and the industry.

For the Interview...

- Plan to arrive about 10 minutes early.
- Turn off your cell phone!
- Greet the receptionist or assistant with courtesy and respect and make a good first impression.
- Don't chew gum during the interview.
- Bring extra resumes to the interview
- Greet the interviewer with a big smile and call him/her by title (Ms., Mr., Dr.) and last name.
- Confirm the pronunciation of the interviewer's name (if questionable) with the receptionist before going into the interview.
- Wait until offered a chair before sitting.
- Be aware of body language and posture at all times
- Make good eye contact with the interviewer(s).
- Show enthusiasm about the position and the company.
- Avoid using poor language, slang, and pause words (such as "like," "uh," "you know," and "um").
- Maintain a high confidence and energy level, but avoid being overly aggressive or cocky.
- Refrain from saying anything negative about former colleagues, supervisors, or employers.
- Stress achievements and avoid offering any negative information about yourself
- Refrain from bringing up or discussing personal issues or family problems.
- Close the interview by telling the interviewer(s) that you want the job and asking about the next step in the process.
- Request business cards from each person with whom you interview — or at least ask the correct spelling of their first and last names so you can write them all personal thank-you letters within 24 hours.

